

**Government of the District of Columbia**

**Office on Aging**

# **REQUEST FOR APPLICATIONS**



## **Fiscal Year 2016 Needs Assessment and Feasibility Study Competitive Grant Process**

**The D.C. Office on Aging invites the submission of applications for funding under the Older Americans Act of 1965, as amended (P. L. 89-73) and DC Law 1-24, as amended.**

**RFA Release Date: February 4, 2016**

**Application Submission Deadline: March 9, 2016 at 2:00 p.m., EDT**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

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**DISTRICT OF COLUMBIA  
OFFICE ON AGING**

**Announces**

**A PRE-APPLICATION WORKSHOP**

**FOR**

**FY 2016**

**Needs Assessment and Feasibility Study  
Competitive Grant Process**

**February 9, 2016**

**and**

**February 16, 2016**

**3:00pm**

**500 K Street, NE  
Washington, DC 20002**

**For registration and questions, please contact:**

**Aurora Delespin-Jones, Program Analyst**

**or**

**Jennifer Adu, Program Analyst**

**202-724-5622**



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE ON AGING



Office of the Executive Director

February 4, 2016

Dear Applicant:

The District of Columbia Office on Aging (DCOA) is soliciting applications from nonprofit organizations for its *FY 2016 Needs Assessment and Feasibility Study* competitive grant process. A total of \$100,000 in District appropriated funds is available. This Request for Application (RFA) is to solicit submissions that will enable DCOA to select the most qualified candidate to (1) plan and conduct a comprehensive assessment that identifies the needs of DCOA to improve overall agency efficiency, (2) plan for and implement a sustainable approach towards establishing priorities and procedures in the direction of meeting needs and programs aimed at people 60 years and older with funding implications, and (3) establish feasible strategies and evidence-based programs geared towards plan implementation that will minimize District service overlaps, identify cost savings, and increase services to more customers.

DCOA seeks an applicant(s) who will bring extensive experience in conducting needs assessment and feasibility studies for social service agencies and/or like organizations. This letter highlights the major items in the application package that will be important to you in applying for the grant. You are encouraged to review the entire application package carefully before preparing and submitting your application(s). Please note the following provisions:

1. Eligible applicants include nonprofit entities only. Nonprofit organizations with places of business within the physical boundaries of the District of Columbia and evidence of sufficient staffing are eligible to apply. Because Senior Service Network (SSN) organizations are potential recipients of funds allocated, as a result of the study's findings, SSN members responding to this RFA must submit a statement justifying why their selection would not present a conflict of interest.
2. In an effort to facilitate an effective application evaluation process, all applicants must adhere to the program narrative limitation of twenty (20) pages. Applications that exceed this number will not be reviewed and will be returned to the applicant. Applicants are required/strongly encouraged to follow the format in Section IV, Proposal Format, of the application package.
3. All applicants must supply a D.U.N.S. number issued by Dun & Bradstreet.
4. All applicants must supply certification from the District of Columbia Office of Tax and Revenue showing compliance with the District of Columbia's tax requirements.
5. All applicants must supply proof of payment of current year unemployment taxes from the District of Columbia Department of Employment Services.
6. All applicants must supply a current Certificate of Good Standing issued by the District of Columbia Department of Consumer and Regulatory Affairs showing that the organization is in good standing with the DC Government.

7. All applicants must supply the minutes of Board of Directors' meeting, signed by the President or Secretary of the Board, in which the Board authorized the grantee to submit an application for funding to the DCOA or certification from the Board, signed by either the President or Secretary, giving the Executive Director authority to apply for grants.
8. All applicants must submit a copy of its organization's most recently audited financial statement.
9. The successful applicant is expected to participate in DCOA, community, SSN and other meetings for purposes of gaining knowledge of existing operations, policies and practices, functions, collaborations, fiscal and data management.
10. All applicants must show evidence of sufficient staffing that may include a full-time project manager, supported by other administrative staff, consultants and/or volunteers.
11. Entities may partner to provide a single application for delivering efficient, reliable, and responsive services to DCOA. All partnering organizations must have current nonprofit status. The applicant must state the lead entity. Partner organizations must be identified by name in the application and budget narratives showing clear distinction and justification of intended roles and responsibilities.
12. DCOA strongly supports and encourages the utilization of local and small businesses certified through the Department of Small and Local Business Development's Certified Business Enterprise program (CBE). The successful applicant is encouraged to utilize the resources of the Department of Small and Local Business Development, including its *Business Center*, found on DSLBD's website (<http://dslbd.dc.gov>) as a resource for identifying CBEs and to publish contracting and procurement opportunities.
13. The application must be postmarked or hand delivered on or before the deadline date. Detailed mailing instructions are provided in Section VI, Instructions for Transmitting Applications. Applications submitted late will not be accepted. DCOA is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

For additional information regarding this application package and to register for a Pre-Application Workshop Conference, please contact Aurora Delespin-Jones, Program Analyst, DCOA Program and Budget Unit, at (202)724-5622 or via email at [aurora.delespin-jones@dc.gov](mailto:aurora.delespin-jones@dc.gov).

Sincerely,



Laura Newland  
Acting Executive Director

**D.C. Office on Aging  
Applicant Profile**

**Fiscal Year 2016  
Needs Assessment and Feasibility Study Competitive Grant Process**

**Applicant Name:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Phone/Fax:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Website URL:** \_\_\_\_\_

**D.U.N.S. Number:** \_\_\_\_\_

**Tax Identification Number:** \_\_\_\_\_

**Program Description:** \_\_\_\_\_

**Total Program Cost:** \$ \_\_\_\_\_

**DCOAGrant Funds Requested:** \$ \_\_\_\_\_

**Applicant Funds:** \$ \_\_\_\_\_

\_\_\_\_\_  
**Name and Title of Authorized Official** **Date**

\_\_\_\_\_  
**Signature of Authorized Official** **Date**

**District of Columbia  
Office on Aging  
Request for Applications**

**Fiscal Year 2016  
Planning and Conducting a Needs Assessment and Feasibility Study  
Competitive Grant Process**

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**SECTION I                      GENERAL INFORMATION**

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The District of Columbia Office on Aging, (DCOA) is the single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the welfare of the aged (defined as people 60 years of age and older).

**Mission**

The Mission of DCOA is to provide advocacy, health, education, employment, and social services to District residents aged 60 and older so they can live longer and maintain independence, dignity, and choice.

**Introduction**

The District of Columbia Office on Aging is soliciting applications from qualified applicants that will enable it to select the most qualified applicant to (1) plan and conduct a comprehensive needs assessment to improve overall agency efficiency and service delivery, (2) plan for and implement a sustainable approach towards establishing priorities and procedures to meet needs of people 60 years and older, and (3) document feasible strategies and evidence-based programs towards plan implementation that will minimize District service overlaps, identify cost savings and increase services to more customers.

Due to the needs of the target population, the service design should employ innovative and/creative approaches that are agency-focused, culturally sensitive, efficient, reliable and feasible to meet the needs of District seniors. The processes employed should include, where possible, the input and involvement of the target population, parents, caregivers, families, Senior Services Network, community at-large, and staff.

District of Columbia appropriated funds are available for applicants for program operation(s). Funds are available for a single award and there is no grant match requirement.

## **Definitions**

**Comprehensive Needs Assessment:** a systematic set of procedures that are used to determine needs, examine their nature and causes, and set priorities for future action.

**Feasibility Study:** an evaluation and analysis of the potential of a proposed project.

**Sustainable Approach:** method; strategy that can be supported and verified to last over time.

**Efficiency:** good organization to plan, identify and select recommendations, minimizing overlap and waste.

**5-Year Master Plan:** Final written document presented to the DCOA Executive Director that identifies the assessment findings, sustainable approach used to identify the problems, and feasible solutions with short and long term recommendations about human and fiscal implications and evidenced-based strategies to guide future decision making about the agency's work, residents and service delivery.

**Senior Service Network:** Community-based nonprofit organizations receiving grant funds from DCOA to provide services to District residents 60 years and older.

## **Priority Service Outcomes**

- (1) Conduct a comprehensive needs assessment that identifies needs of DCOA to improve overall agency efficiency and customer service delivery.
- (2) Plan for and implement a sustainable approach towards establishing priorities and procedures in the direction of meeting needs and service delivery.
- (3) Document and recommend feasible strategies towards resource allocation, administrative reforms, space utilization, and collaborations in a 5-Year Master Plan implementation.

## **Target Population**

Applicants who apply for this RFA must design and implement services to meet the complex and evolving needs of the city's diverse elderly population, especially older individuals with the greatest economic and/or social needs, with particular emphasis on low-income, minority populations. The target population of primary consideration for this grant is:

- ❖ Seniors age 60 years and over, residing within the District of Columbia;
- ❖ Seniors with disabilities;
- ❖ Seniors who are isolated;
- ❖ Seniors who experience economic barriers to needed services;
- ❖ Seniors enrolled in DCOA sponsored programs; and
- ❖ Seniors not currently receiving services through DCOA.

## **Eligible Applicant(s)**

Any nonprofit organization or institution located in the District of Columbia is eligible to apply. Entities may partner to provide a single application for delivering efficient, reliable, and responsive services to DCOA.

All applicants shall provide certification indicating that the applicant is currently a corporation in good standing in the District of Columbia. Applicants must demonstrate compliance with the filing requirements of the District of Columbia tax laws. Applicants must show that current taxes due to the District of Columbia Office of Tax and Revenue and the Internal Revenue Service are paid, or that they are in compliance with payment agreements with the Office of Tax and Revenue, the Internal Revenue Service and current in payments of all unemployment taxes verified through the DC Department of Employment Services.

Note: Eligible applicants include nonprofit entities only. Nonprofit organizations with places of business within the physical boundaries of the District of Columbia and evidence of sufficient staffing are eligible to apply. Because Senior Service Network (SSN) organizations are potential recipients of funds allocated as a result of the study's findings, SSN members responding to this RFA must submit a statement justifying why their selection would not present a conflict of interest.

## ***Collaboration Requirements***

Applicants collaborating with other entities to provide services must be identified in the program narrative of the application by role, responsibility and financial capacity. A *lead applicant* must be clearly identified and all collaborating entities must provide documents that demonstrate compliance with the requirements of eligible applicants.

## ***Reference Checks***

DCOA reserves the right to contact any reference to assist in the evaluation of the application, to verify information contained in the application, and to discuss the applicant's qualifications and the qualifications of any collaborative partner or consultant identified in the application.

Additionally, DCOA reserves the right to obtain and consider in the evaluation process information from other sources concerning the applicant's product or services, personnel, and the applicant's capability and performance under other government and/or private contracts and grants.

Upon application submission to DCOA, eligible applicants are required to maintain current and valid email accounts for electronic communications. Official communication from DCOA regarding this RFA will be posted at [www.dcoa.dc.gov](http://www.dcoa.dc.gov). Specific requests will be issued via email by the DCOA staff listed above in Section I- General Information, Contact Persons, page 12.

### **Source of Grant Funding**

The source of funding for this project is 100% District appropriated funds to DCOA.

### **Available Funding**

DCOA has made funds up to \$100,000 available in Fiscal Year 2016 to support the program budget and its deliverables.

### **Program Income**

This is a reimbursable grant. The successful applicant(s) is required to demonstrate it has at least three months of cash on hand to operate the program until monthly reimbursement commences.

### **Fees and Donations**

DCOA prohibits the collection of customer fees and donations of any type for the support of this grant.

### *In-Kind Contributions*

In-kind contributions are defined as the fair market value of noncash contributions received from a third party for goods and services directly benefiting and specifically identifiable to the program.

In-kind contributions may be included as program costs; and the value of the services must be well documented. Certain conditions apply for grantees intending to use in-kind contribution allocations. These conditions are as follows:

1. An in-kind valuation plan must be submitted with your application for approval. This plan must be approved in writing before using the in-kind donation as a funding source for the program.
2. The organization must keep detailed documentation that may include (depending on the in-kind donation):
  - a. A written statement from the person or organization providing the goods or services.
  - b. Signed timesheets must document volunteer hours donated.
  - c. The fair market value determination of the donated goods or services.

### **Award Period**

The grant award period is April 1, 2016 through September 30, 2016. There may be a continuation period based on DCOA's determination of need, satisfactory progress during the initial phase of the award, and availability of funds for at least one continuation year.

### **Pre-Application Conference**

A pre-application conference is scheduled for February 9 and 16, 2016, 10:30 a.m. at 500 K Street, NE, Washington, DC 20002. This conference provides an opportunity for applicants to learn more about the application and selection processes and to ask questions. Prospective applicants are required to attend one pre-application conference. Attendance will be taken at the conference and will factor into the overall evaluation process.

To register for the conference, email Aurora Delespin-Jones at [aurora.delespin-jones@dc.gov](mailto:aurora.delespin-jones@dc.gov) or Jennifer Adu at [jennifer.adu@dc.gov](mailto:jennifer.adu@dc.gov) or call 202-724-5622.

### **Application Submission Date**

**Applications in response to this RFA are due by** March 9, 2016 at 2:00 p.m. Technical support and questions regarding the RFA process will be provided up to the submission deadline. Applicants are encouraged to complete and submit their packages before the deadline, if possible; there will be no exceptions to the submission deadline.

### **Rejection of Application/Cancellation of the RFA**

DCOA reserves the right to reject, in whole or part, any or all applications, to advertise for new applications, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFA if it is in the best interest of DCOA.

### **Verification of Application contents**

DCOA reserves the right to verify the contents of an application submitted by an applicant. Misleading or inaccurate responses may result in rejection as stated above in *Rejection of Application/Cancellation of the RFA*.

### **Contact Persons**

For further information, contact Aurora Delespin-Jones, [aurora.delespin-jones@dc.gov](mailto:aurora.delespin-jones@dc.gov) or Jennifer Adu, [jennifer.adu@dc.gov](mailto:jennifer.adu@dc.gov) at the D.C. Office on Aging, 500 K Street, NE, Washington, DC 20002, (202)-724-5622.

## **SECTION II PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **Use of Funds**

Applicants must only use grant funds to support the District of Columbia FY 2016 Needs Assessment and Feasibility Study.

#### *Cost of Application Preparation*

All costs incurred for preparing and submitting an application are the sole responsibility of the applicant and are not covered by grant funds.

### **Audits**

DCOA requires all grantees (except District of Columbia agencies and universities) to have an annual audit. The audit must be conducted in accordance with generally accepted auditing standards, the Comptroller General's Standards for Audit of Government Programs, Activities and Functions, and The DC Office on Aging Audit Guide.

The District of Columbia Department of Consumer and Regulatory Affairs law requires that any firm or person conducting audits in the District be licensed by the District of Columbia. Grantees are required to schedule and budget for the use of independent auditors. Based on grant terms between the grantee and DCOA, **the auditor must be a Certified Public Accountant, licensed to practice in the District of Columbia.**

### **Records and Reports**

The applicant must keep accurate records of activities of the project when delivering services to customers and retain them for a period of three (3) years after the grant ends. Records should be maintained at the organization's headquarters and available for inspection by DCOA or its designee at any time.

The applicant must maintain records reflecting contacts with committees, DCOA staff, internal and external stakeholders, and customers. Additionally, applicant must maintain documentation of scheduled meetings, and ongoing services performed. The applicant shall maintain confidentiality of customer records and, to the extent possible, the customers and participating entities must validate all services delivered.

The successful applicant will follow an approved reporting schedule of service related activities, events and interventions. In addition, the successful applicant will provide monthly invoices for services rendered, complete with specified source documentation and proof of payment for reimbursement.

*Anticipated Reports include but are not limited to:*

1. Monthly and final progress reports. These reports will contain details about progress towards fulfilling activities detailed in the project work plan.
2. Monthly invoices with source documentation due no later than the 20<sup>th</sup> of the month after service is rendered.
3. Final model for a 5-Year sustainable plan.

### **Invoicing and Reimbursement**

The District will pay the successful applicant on or before the 30<sup>th</sup> day after receiving a complete and accurate invoice. DCOA will make payments, upon receipt of proper invoices, not to exceed the amount stipulated in the Award for services performed less any discount, allowance or adjustment.

The successful applicant is expected to have sufficient organizational capacity to ensure accurate administrative and financial reporting systems for (1) data collection and analysis and (2) generate and submit monthly invoices on or before the 20<sup>th</sup> of the month after services are rendered.

### **Monitoring**

DCOA shall monitor and evaluate the performance of the applicant according to the program scope of work, goals and objectives, related regulations and policy requirements.

DCOA will review all written policies and procedures, staff licenses and certifications, information materials, monthly invoices, service timelines and activities, communications, and other source documents applicable to the program. DCOA will review required reports, contracts, attend meetings, conduct off site and onsite observations, conduct desk audits, and maintain contact with the applicant to assess performance in meeting the requirements of the grant.

## **SECTION III      PROGRAM SCOPE**

### **Purpose**

DCOA is required to develop and submit to the federal government a multi-year state plan outlining strategies, objectives and approaches towards meeting the needs of its target population. “Currently, 16% of the city’s population is age 60 and over and the number is expected to increase proportionately for the next few years. DCOA serves 35,107 out of approximately 108,000 seniors living in the District of Columbia. According to Sperling’s Best Places, *Best US Cities for Seniors 2011*, the District of Columbia was ranked 23 in the U.S. for best cities for seniors in 2011. The need to reach more seniors and provide them with relevant, age-friendly and innovative programs, and activities requires DCOA to take a closer look at its current position and determine its course to achieve its goals over a greater time period.

The purpose of this Request for Applications is to announce funding availability for qualified applicants to develop a framework designed to meet the complex and ever-changing needs of the elderly, especially for individuals with the greatest economic and/or social needs, with particular emphasis on low-income minority elderly.

Specifically, this RFA seeks an organization(s) to plan and design a 5-Year Master Plan for the agency. The Master Plan shall examine the current administration and funding of aging programs and facilities within the District; and it shall make recommendations regarding service gaps and new programming opportunities, including in areas without brick and mortar senior facilities. The plan will consider District-owned senior wellness centers, senior centers, adult day centers, nutrition meal programs, and senior specific recreation and programming offered by other DC governmental agencies and community partners.

The overall goal is to improve the current agency infrastructure, services and programs to meet seniors’ needs as well as create a road map for change, if needed.

### **Description of Work and Services**

Successful applicant(s) responding to this Request for Application shall be responsible for delivering the following programs services:

- ❖ Assess current operations, services, and population needs
- ❖ Gather data to define needs germane to obtaining desired outcomes
- ❖ Develop measurable need indicators and perform analysis towards problem resolution
- ❖ Document findings and prepare a written plan that describes methods, and results of the needs assessment to help DCOA achieve efficient service and program goals

The successful applicant must demonstrate the ability to perform the following analysis and document its findings in the plan:

1. *Demographic and Economic Analysis* – A critical component of this master plan is to identify the demographic and economic trends of the residents served by DCOA. The successful applicant must conduct an analysis of the available data, including the *AARP Livability Index* and other data listed in the RFA Appendix; and it must determine what further analysis needs to be done. The applicant will also analyze the current population and utilize five-year projections to determine future community profiles. This analysis will then be used to describe demand and changes in demand, with regard to the need for senior specific programming and facilities.
2. *Program and Services Analysis* – The master plan will provide a view of the current state of senior specific programming in the District. This analysis should break down core programs versus enhanced programs offered by DCOA and its SSN at each facility. Additionally, the program analysis should also look at other senior program offerings by other District government agencies and community partners.
3. *Facility Analysis* – The grantee will conduct an assessment of the District's existing wellness activities for seniors, including activities in public spaces outside of dedicated senior wellness centers, and their capacity to meet the needs of a growing population and changes in demographics. The grantee will conduct on-site facility visits to assess existing conditions, program inventories, space use, user challenges, accessibility and internal operational effectiveness. This portion should also outline a plan to develop a centralized system to coordinate and build on a virtual senior wellness programs in Wards 2 and 3 using existing and future capital investments in schools, recreation centers, libraries and other facilities.
4. *National Best Practices* – The master plan must include a review of national best practices, which should include a comparative assessment of the District's programs with that of other comparable jurisdictions.
5. *Master Plan Synopsis* – The grantee will produce a comprehensive 5-year plan covering services, programs, and facilities enhancements that includes public input gained through forums, focus groups, surveys, meetings and other outreach activities.

## **Staffing**

*Key staff for this program may include, but are not limited to these positions:*

- ❖ Project Manager (the primary point of contact for this program in all correspondence)
- ❖ Administrative support staff
- ❖ Consultants (if applicable )

## **DCOA's Responsibilities:**

1. Demonstrate consistent commitment to the process at all levels in the organization to assist the work of the successful applicant.
2. Engage in scheduled periodic planning meetings and identify important stakeholders and staff as representatives to involve the process.
3. Provide access to current and historical information, including state plan for review and analysis, and information on the target customers to be served.
4. Provide feedback with opportunity for interactions on mission critical issues.
5. Reach a consensus on desired outcomes of greatest importance to the agency and its customer base.
6. Review plan and provide feedback needed for approval or modification.

## **Applicant Responsibilities:**

1. Applicant must identify inputs required to develop a sustainable approach to framing the 5-Year Master Plan.
2. The applicant shall have a staffing plan, preferably with staff sensitive to needs of senior customers.
3. Applicant must set up the management plan for assessment.
4. The applicant must involve the customers expected to benefit from the approach.
5. Applicant must identify best sources of data to fully define the needs.
6. The applicant must include outputs, outcomes, and impacts expected from the planned activities.
7. The applicant shall identify its partners.
8. The applicant shall highlight external factors influencing the impact and sustainability of the approach. If external factors include barriers, successful applicants shall include plans for overcoming those barriers.
9. Applicant shall set priorities for each need focusing on the data collection.
10. The applicant shall present a data collection plan for analysis.
11. The applicant shall formulate needs statements based on data collections.
12. The applicant shall perform data analysis and identify factors within program control.

13. The applicant must analyze, interpret and summarize all data findings.
14. Applicant must present the criteria for action based on high priority identified needs.
15. Applicant shall prioritize the needs and potential solutions/strategies to meet the needs.
16. Applicant shall develop a plan to evaluate the solutions and possible alternatives.
17. Applicant shall propose an action plan to implement identified solutions involving:
  - measures to be used to determine outcomes of activities and to evaluate progress towards meeting desired outcomes;
  - data collection methods, frequency of collection and sources;
  - baseline and targets for each identified measure; and
  - analysis of the comparison of baseline and target data that is collected after activity implementation.
18. Applicant shall conduct oral briefings and produce a written report on the outcomes and impacts that describe the steps taken to achieve the end product including:
  - identification of current status and unmet needs;
  - activities implemented to address the needs;
  - a description of the evaluation of the activities; and
  - recommendations for action based on the evaluation.
19. Applicant shall conduct a Kick-Off meeting for DCOA staff. A date for this meeting must be set and approved by DCOA within one (1) week of contract signing. This meeting must, at a minimum, include:
  - Introduction of the Offeror's project staff (project manager and technical lead must attend in person);
  - Walk-through and explanation of the preliminary project schedule;
  - Contact information for all Offeror staff (e.g., email addresses, office phone numbers, text messaging/cell phone numbers);
  - Schedule of initial project governance activities to initiate the project; and
  - Plan and process to be used to interact with DCOA staff to determine the detailed implementation requirements for the performance of work.
20. Develop, deliver to DCOA for approval, and maintain a Project Management Plan that defines the project management procedures that shall be utilized for the duration of the project. The Project Management Plan must at a minimum:
  - Define the project management organizational structure
  - Describe the project status reporting process
  - Describe the project work plan update process; and
  - Describe the change management process.

## SECTION IV PROPOSAL FORMAT

Applicants are required to follow the format shown below. The purpose and content of each section is described. Applicants should include all information needed to describe their objectives and plans for services. It is important that applications reflect continuity between the goals and objectives, program design, and work plan, and that the budget is aligned with the objectives and demonstrates the level of effort required for the proposed services. Each application must contain the following information.

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, program service area and the amount of grant funds requested.
- **Table of Contents** must list major sections of the proposal with quick reference page indexing.
- **Proposal Abstract** concisely describes the proposed project. It should be written for the public. The abstract should be brief and include the program goal(s), objectives, overall approach (including target population and significant partnerships), anticipated outcomes, time frames and funding amount requested. The abstract should not exceed one page and it will count in the 20-page limitation.
- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 20 pages. Specific technical scoring criteria are found in Section V. Generally, the program narrative should address the following criteria:
  - ❖ Background and Understanding of the current state of senior services in the District.
  - ❖ Needs Assessment that shows social and demographic characteristics of seniors' needs related to the service area the applicant is applying.
  - ❖ Project Work which should include:
    - Program goals;
    - Program timeline;
    - Measurable objectives that incorporate coordination among any proposed partners and current service providers;
    - Schedule for community awareness and outreach meetings, education and focus groups for data collection and subsidies;
    - Structured 5-year plan; and
    - Service evaluation specifying the methodology used and expected outcomes.
  - ❖ Organizational Capability and Relevant Experience
    - Successful programmatic experiences (e.g., external evaluations, summaries of customer surveys, or other objective forms of measurement),

- Operational capacity including existing equipment, facility and partnering private nonprofit organizations involved in the project if applicable;
- Documentation and coordination of data presentations and identified outcomes for program implementation plan and service notification to customers (include in Appendix);
- Management experience and abilities to perform task, budget and financing, operating capital, staffing capacity, equipment and ability to timely and accurately meet program reporting requirements such as: research and data collection methods, organization of required presentation for DCOA, and SSN to include program progress reports, monthly financial statements and annual audit report.
- Quality Assurance and Improvement demonstrating services are relevant and suitable to meet the needs of the DCOA, its grantees and the target population with a plan that speaks to an ongoing system of monitoring and evaluation leading to improved performance and service delivery.

▪ **Program Budget** summary sheet and budget narrative should address the criteria listed under Budget and Fiscal Management. The budget should clearly demonstrate how funding will support the project over a 6-month period. Budget allocations should clearly align with the goals and objectives to be achieved by the program. Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds. A sample budget summary and narrative is included in Attachment C. Applicants must follow the budget format provided. Budget and budget narrative are not counted in page limit.

❖ **Other Funding**

- Adequately describe existing sources of funds to support and sustain the program. Describe sources for future funding and the expected availability of such funding.
- Identify any service contracts that may be pending or needed that will impact commencement of service delivery.

❖ **Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments A and B. Applicant must have complete and signed documents in the application submission.

❖ **Appendices** - Appendices are not counted in the page total. The following required items must be included in the Appendices.

- ❖ Applicants' most recent audited financial statement for the past fiscal year.
- ❖ Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are met.

- ❖ Current Certificate of Good Standing from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia.
- ❖ Name, address, and telephone numbers (both home and work, if available), positions held, ethnicity and gender (optional), of the applicant's current Board of Directors as of the date of the grant application.
- ❖ Minutes of Board of Directors' meeting, signed by the president or secretary of the Board, in which the Board authorized the applicant to submit an application for funding to the DCOA or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants.
- ❖ A Negotiated Indirect Agreement will be honored if there's not a Negotiated Indirect Agreement, the indirect rate will be calculated at the 10% *de minimis* in accordance with the OMB Circular.
- ❖ Organization chart showing the structure for the proposed program.
- ❖ Letters of tangible support from collaborating partners and organizations involved in the program. If letters of support are from current Senior Services Network organizations, letters must indicate how the support does not present a conflict of interest with current programs.
- ❖ Employee resumes and/or job descriptions for key staff, consultants and other staff.

The total number of pages for the proposal narrative may not exceed 20 double-spaced pages on 8½ by 11-inch paper. *The entire document must be double spaced-including bullet items.* Margins must be no less than 1 inch and 12-point font is required. Times New Roman, Georgian, Courier, or Arial font is strongly recommended. Pages must be numbered throughout the document. The review panel will not review applications that do not conform to all of these requirements.

## **SECTION V      REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

A qualified review panel will conduct a technical review of all applications. The panel will include experts in the field of program assessment and management, human services, senior services, private providers, disabilities and low income issues. The review panel will read and score each applicant's proposal, and make recommendations to the executive director for funding based on the review process. The executive director for the Office on Aging shall make the final funding determinations.

### **Review Panel Process**

#### *External Review*

The external review panel will participate in a training session prior to commencing work. The panel will evaluate the applications and make funding recommendations to the executive director. Review panel recommendation for funding is based on the listed competitive selection criteria listed.

#### *Internal Review*

After initial review and scoring of the applications by the external panel, agency staff will determine the programmatic and fiscal soundness of the application by conducting an internal review. Staff will certify that the information presented meets the mission goals and policy requirements of the agency. DCOA may have questions for the applicants. Applicants will be provided with these questions in writing and will have the opportunity to respond in writing. Applicants' written responses will factor into the final funding recommendations presented to the executive director for determination.

### **Technical Scoring Criteria**

Applicants' submissions will be objectively reviewed against the following specific scoring criteria:

#### **Background and Understanding (Total 10 Points)**

1. Demonstrated knowledge of the Older Americans Act of 1965, as amended and DC Law 1-24, establishing the D.C. Office on Aging, and other laws, policy and regulations affecting the target population. **(3 points)**
2. Demonstrated knowledge about the service needs of the target population. **(7 points)**

### **Technical Soundness of the Proposal (Total 45 Points)**

1. The applicant demonstrated the ability to provide the required services of the RFA. The goals, objectives and outcomes of the programs are clearly defined, measurable and time specific. Applicant's design addresses approaches to be used in comparative analysis of current work and describes evidence-based strategies used to bring about operational change(s) and service improvements. **(12 points)**
2. Applicant clearly addresses how they will approach and apply data analysis in context to those described in the scope of service outlined in items 1 through 6 in section III – Program Scope on page 15-18 to support recommendations and enhancements to DCOA. **(10 points).**
3. The proposed work plan incorporates a strong program service model, and activities to accomplish the project objectives. The applicant developed a detailed timeline toward service deliverables and identified clear methods for data gathering, presentation and recommendations of measurable outcomes specifying the evaluation methodology. **(13 points)**
4. Milestones shall be designated checkpoints at which time the applicant will deliver documented proof of successful completion of the activity to the DCOA Executive Director for review and acceptance. The Director's acceptance of the applicant's documented proof is required in order for the applicant to continue with the next phase and/or for the DCOA to release any payment for activity to-date to the applicant.

The applicant's work plan included these milestones at a minimum:

- a. initial submission by the applicant to DCOA of each plan, assessment, and/or document (exclusive of reports) identified for DCOA approval;
- b. receipt of DCOA approval denoting successful completion of each plan, assessment and/or document (exclusive of reports) identified by DCOA;
- c. the DCOA-approved deliverable that will signify the completion of each plan phase; and
- d. include time frame parameters for completing work activities. **(10 points)**

### **Organizational Capability and Relevant Experience (Total 25 Points)**

1. The applicant demonstrated the ability, knowledge, and previous experience of evaluating social service programs and using data to establish priorities, approaches and recommendations for systems reform. **(5 points)**
2. Applicant clearly identifies specific roles and involvement of partners in the work to be performed. **(5 points)**

3. The applicant demonstrated successful programmatic performance in prior District government, Federal government, or other organizational grants specific to its service capabilities and performance by providing copies of external evaluations, summaries of customer service surveys, or other objective forms of measurement. **(5 points)**
4. The applicant demonstrated capacity and provides sufficient evidence of resources (e.g., appropriate equipment, space, storage facility, insurance coverage, records retention, current certificates and licensees as required for work performance). **(5 points)**
5. The applicant demonstrated management capacity, staff, and technology to timely and accurately meet program reporting requirements such as timeliness in scheduling activities, responsiveness to ad hoc inquiries, and presentations. **(5 points)**

#### **Budget and Fiscal Management (Total 25 Points)**

1. The applicant provided evidence of sound fiscal management and financial stability through the submission of annual audits, annual financial statements, and certifications from the District's Office of Tax and Revenue and Department of Employment Services. **(3 points)**
2. The applicant demonstrated possession of three (3) months of operating funds available at program start up and describe continuing funding strategies. **(10 points)**
3. The applicant provided evidence of an established accounting system with policies and procedures that reasonably assures internal control will be maintained in managing funds. **(2 points)**
4. The applicant provided an accurate, clear and complete budget, including a detailed budget narrative that is reasonable, allocable and clearly aligns with project service objectives to be achieved. **(10 points)**

#### **Oral Presentation**

After the initial review and scoring of applications, highly ranked applicants recommended for funding by the review panel may be selected for a pre-award oral presentation of their application. DCOA staff may have questions and, therefore, applicants will be provided an opportunity to share greater insight about their program design. Responses will be considered during the final determination for funding.

### **Decision on Awards**

The review panel's recommendation is advisory and not binding on the determination of the successful applicant. The final decision on funding is vested solely with the Executive Director. Consideration, however, will be impacted by panel reviews, recommendations, oral presentation and internal review findings.

## **SECTION VI      INSTRUCTIONS FOR TRANSMITTING APPLICATIONS**

An original and three (3) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2016 District of Columbia Office on Aging Senior *FY 2016 Needs Assessment and Feasibility Study* Competitive Grant Process." Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted**.

### **Applications Delivered by Mail**

An application sent by mail must be addressed to the District of Columbia Office on Aging, in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2016 District of Columbia Office on Aging Senior *FY 2016 Needs Assessment and Feasibility Study* Competitive Grant Process," 500 K Street, NE, Washington, DC 20002. Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by the deadline date.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Government of the District of Columbia

If an application is sent through the U.S. Postal Service, the following are not acceptable proofs of mailing:

- (1) A private metered postmark; or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office. Applicants are encouraged to use a method of delivery that can be tracked.

### **Applications Delivered by Hand/Courier Service**

An application that is hand delivered must be taken to the District of Columbia Office on Aging, 500 K Street, NE, Washington, DC, 20002 between 8:45 a.m. and 4:30 p.m. daily, except Saturdays, Sundays and Federal holidays. The application must be in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2016 District of Columbia

Office on Aging *FY 2016 Needs Assessment and Feasibility Study* Competitive Grant Process  
Request for Application.”

In order for an application sent through a Courier Service to be considered timely, the Courier Service must deliver the application on or before the deadline date and time.

Applications are due no later than **2:00 p.m., on March 9, 2016**. All applications will be recorded upon receipt. Applications **will not be accepted after 2:00 p.m., March 9, 2016**. Any additions or deletions to an application will not be accepted after the deadline.

An original (clearly marked) and three copies, for a total of three (4) copies **must be** delivered to the following location:

**District of Columbia Office on Aging  
500 K Street, NE  
Washington, DC 20002**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

The Office on Aging will not accept responsibility for delays in the delivery of the proposals.

### **Checklist for Applications**

- ☐ The application is printed on 8½ by 11-inch paper, double-spaced, single sides, using 12-point type with a minimum of one-inch margins.
- ☐ The Applicant Profile contains all the information requested.
- ☐ The application contains a Table of Contents.
- ☐ The proposal abstract is complete and does not exceed 1-page limit for this section of the application.
- ☐ The applicant organization/entity has responded to all sections of the Request for Application.
- ☐ The Applicant has identified the roles and responsibilities of each Partner in the Budget Summary and Narrative (if applicable).
- ☐ Relevant performance evaluations, emergency plans, letters of tangible support and collaboration are attached.
- ☐ The program budget is complete, including the budget summary page and narrative.
- ☐ The program narrative section is complete and is within the 20-page limit for this section of the application.
- ☐ The Certifications and Assurances listed in Attachments A and B are complete and signed by an authorized representative of the applicant organization.
- ☐ The appropriate appendices, including certifications, staff qualifications, individual resumes, licenses, Board minutes, financial certification documents and other supporting documentation are enclosed.
- ☐ There are three (3) copies of the proposal, plus the original, which is clearly marked. Applications should use large binder clips (do not bind or staple applications).
- ☐ The application is submitted with two (2) completed original receipts, found in Attachment D, attached to the outside of the envelopes or packages.

## **Additional Information for Successful Applicants**

The following guidance documents are required for each successful applicant and may be obtained from the Office on Aging, the U.S. Administration on Aging's website ([www.aoa.gov](http://www.aoa.gov)), AARP ([www.aarp.org](http://www.aarp.org)) or the DC Department of Transportation's website ([www.ddot.dc.gov](http://www.ddot.dc.gov)):

- *Older Americans Act of 1965, as amended and appropriate regulations;*
- *AARP Livability Index; or similar data source*
- *D.C. Law 1-24, as amended;*
- *D.C. Office on Aging State Plan (relevant portions only);*
- *D.C. Office on Aging Audit Guide;*
- *DC Department of Transportation 5310 Program.*
- *DC Office on Aging Strategic Plan*
- *DC Office on Aging Needs Assessment*
- *DC Age-Friendly Initiative Plan*
- *DCOA Service Standards (Office Documents)*
- *DCOA List of Grantees and Stakeholders (Office Documents)*
- *DCOA Grants Policy Manual*
- *DCOA Client Services Tracking and Reporting Systems Information*
- *DCOA Senior Service Network Directory (Office Documents)*
- *2016 Federal Poverty Level Guidelines*

## **SECTION VII      LIST OF ATTACHMENTS**

- **Attachment A**            Certifications
- **Attachment B**            Assurances
- **Attachment C**            Sample Budget Summary and Narrative
- **Attachment D**            Applicant Receipt Form
- **Attachment E**            2016 Federal Poverty Level Guidelines



## DISTRICT OF COLUMBIA OFFICE ON AGING

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND  
OTHER  
RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE  
REQUIREMENTS  
AND LOBBYING

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*Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 74.13, 2 CFR Part 180 "Government Debarment and Suspension (Non-procurement)"; 45CFR Part 82 "Government-wide Requirements for Drug-Free Workplace"; and 45 CFR Part 93 "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the District of Columbia Office on Aging determines to award the covered transaction, grant, or cooperative agreement.*

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***1. Debarment, Suspension, and Other Responsibility Matters***

As required by Executive Order 12549 and 12689 Debarment and Suspension, and implemented at 45 CFR 74.13 and 2 CFR 215.13, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180 Subpart C.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment

rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph(1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**2. Certification Regarding Drug-Free Workplace Requirements**  
***Alternate I. (Grantees Other Than Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 --

A. The grantee certifies that it will maintain a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug

abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to: Executive Director, District of Columbia Office on Aging, 441 4<sup>th</sup> Street, N.W., Washington, D.C. 20001. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;  
(g) Making a good faith effort to continue to maintain a drug-free

workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Place of Performance: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
County: \_\_\_\_\_

☐ Check if there are workplaces on file that are not identified here.

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## *Alternate II. (Grantees Who Are Individuals)*

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 82, Subpart F, for grantees, as defined at 45 CFR Part 82, Sections 82.605 and 82.610 (A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to: Executive Director, District of Columbia Office on Aging, 441 4<sup>th</sup> Street, NW, Suite 900 South, Washington, DC 20001. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

### *3. LOBBYING*

Certification for Contracts, Grants, Loans, and Cooperative Agreements As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant, cooperative agreement or contract over \$100,000, or loan, or loan guarantee over \$150,000, as defined at 45 CFR Part 93, Sections 93.105 and 93.110 the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to

influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any

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person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*Statement for Loan Guarantees and Loan Insurance*

The undersigned certifies, to the best of his or her knowledge and belief, that: if any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the

United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure

Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

*As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).*

NAME OF APPLICANT: _____
AWARD NUMBER AND/OR PROJECT NAME: _____
SIGNATURE: _____
DATE: _____

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office on Aging**



**ASSURANCES**

**The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 215, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.**

**Also, the Applicant assures and certifies that:**

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**
- 4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**
- 5. It will give the sponsoring agency of the District of Columbia, the DC Office of Inspector General, the DC Attorney General, the U.S. Department of Health and Human Services/Administration on Aging, Office of Inspector General, and or the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.**

6. It will comply with all requirements imposed by the DC Office on Aging concerning special requirements of law, program requirements, and other administrative requirements.
7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Office on Aging of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
9. It will assist the Office on Aging in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. Seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
10. It will comply with the provisions of 45 CFR applicable to grants and cooperative agreements: Part 80, Nondiscrimination under programs relieving Federal assistance through the Department of Health and Human Services effectuation of Title VI of the Civil Rights Act of 1964; Part 74 as applicable under Section 74.5, Part 82 government wide requirements for Drug Free Workplace; and Federal laws or regulations applicable to Federal Assistance Programs.
11. It will comply, and all its contractors will comply, with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age

**Discrimination Act of 1975; Department of Health and Human Services Regulations, 45 CFR Part 80 Subparts C, D, E and G; and Department of Health and Human Services regulations on disability discrimination, 45 CFR Parts 80, 84, 90, and 91.**

- 12. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the DCOA and Office for Civil Rights, Office of Health and Human Services.**
- 13. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 15. It will coordinate with other available resources in the target area, i.e. Health Facilities, Public Libraries, Colleges and Universities and develop agreements with educational institutions outlining courses available to seniors either without cost or at a discount.**
- 16. It will adhere to Office on Aging Policy Memorandum 01-P08, Continuation Application Instructions for Office on Aging Grantees Receiving D.C. Office on Aging and Medicaid for the Same Service, as applicable, and to Office on Aging Policy Memorandum 02-P07, Approval for Key Personnel, as applicable**
- 17. It will comply with the DCOA Grants Policy Manual.**
- 18. It will give priority in hiring to D.C. residents when filling vacant positions.**
- 19. It will give priority in hiring to individuals age 55 and over.**
- 20. It will adhere to the D.C. Office on Aging mandate that all participant travel, for reimbursement purposes, will not extend beyond the 20-mile radius limit of the Washington Beltway surrounding the District of Columbia except where specifically provided under the grant or approved in advance in writing by DCOA.**
- 21. It will submit all reports, i.e., Monthly Comprehensive Uniform Reporting Tool (CURT), (including NAPIS information, if applicable), the Monthly and Quarterly Financial Reports in a timely manner, and not later than the monthly due date.**
- 22. It will ensure that client intake forms are completed annually in the DCOA Client Information Management System including information on age, gender, ethnicity and poverty status.**
- 23. It will ensure that all applicable logs regarding services provided, including services specifically for caregivers under the National**

**Family Caregiver Support Program are maintained according to the terms and conditions of the grant.**

- 24. It will ensure that the grantee is represented by the Project Director or another comparable level staff member at monthly Office on Aging-sponsored Project Director meetings.**
- 25. It will submit an inventory listing of all equipment purchased in whole or in part with Office on Aging funds. Further, it will comply with the requirement that all equipment purchased with D.C., Office on Aging funds will be labeled as property of DCOA and will not be disposed of, i.e., transferred, replaced or sold, without prior approval from the Office on Aging.**
- 26. It will include on all stationery, publicity and promotional material and related written, electronic and oral communications the following identifier:**



**Part of the Senior Service Network  
Supported by the D.C. Office on Aging.**

**It will include in the written descriptions and verbal presentations of services funded by the Office on Aging, that the programs and services are provided in partnership with the Office on Aging, in accordance with OoA Policy Memorandum 02-P05, Acknowledgement of Office on Aging Financial Support.**

<p><b>As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances.</b></p>	
<p><b>1. Grantee Name and Address</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p><b>2. Project Name</b></p> <p>_____</p>	
<p><b>3. Typed Name and Title of Authorized Representative</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p><b>4. Signature of Authorized Representative</b></p> <p>_____</p>	<p><b>5. Date</b></p> <p>_____</p>

**Attachment C**

**D.C. OFFICE ON AGING  
FY 2016 Needs Assessment and Feasibility Study**

**BUDGET SUMMARY**

<b>BUDGET CATEGORIES</b>	<b>SOURCE</b>		<b>TOTAL BUDGET</b>
	<b>Grantee Share</b>	<b>DC Office on Aging Share</b>	
<b>1. PERSONNEL</b> <b>(a)Salary</b>  <b>(b)Fringe @     %</b>			
<b>2. TRAVEL</b>			
<b>3. OCCUPANCY</b>			
<b>4. COMMUNICATIONS</b>			
<b>5. EQUIPMENT</b>			
<b>6. SUPPLIES</b>			
<b>7. OTHER DIRECT</b>			
<b>8. TOTAL DIRECT     COSTS</b>			
<b>9. INDIRECT COST @ 10 % OF TPC *</b>			
<b>10. TOTAL     PROJECT COSTS</b>			

\* Total Personnel Cost

## Attachment C

### D.C. OFFICE ON AGING FY 2016 Needs Assessment and Feasibility Study

#### BUDGET NARRATIVE

##### Budget Narrative

FY 2016 Needs Assessment and Feasibility Study

Organization Name:

<u>BUDGET LINE ITEMS</u>		PROJECT BUDGET	IN-KIND SUPPORT	DCOA Funds	JUSTIFICATION
	Salaries				
	Fringe Benefits				
Direct Costs:	Meeting/Training Expenses (site rental, set-up costs,				
	Sub-contracted Services:				
	Consultants				
	Sub-contracted Services:				
	Consultant Travel				
Other Direct Cost	Office Space				
	Rental/Utilities				
	Telephone/Fax				
	Photocopying/Duplication				
	Printing				
	Mailing/Postage				
	Supplies				
	Computer Expenses (as percentage of personnel)				
	Marketing/Media/Outreach				
	Focus Groups/Survey Costs				
	Travel				
	Indirect Costs				
	TOTAL EXPENSES				

IN-KIND SUPPORT to be provided:

## Budget Narrative Instructions

Applications must specify dollar amounts in the broad categories provided in the budget document.

Total Budget should be calculated. It is the sum of the amount of grant funds requested.

The Justification portion of the budget must include detail regarding each budget category following the guidance provided below:

Salaries should specify salary costs, number of staff, percentage of staff time (i.e., percent of Full Time Equivalent [FTE] staff: for example, .60 FTE).

Fringe benefits to carry out project activities. Specify how fringe is calculated (e.g., 20% of salary costs).

### Direct Costs:

Meeting/training expenses may include the costs of holding focus groups, community forums, community education sessions, etc. Such costs may include space rental, copying materials, AV equipment rental, speaker fees/travel costs. The budget should specify number and types of meetings planned.

Consultant fees and travel anticipated by the applicant should be included as a separate category in the budget. The budget narrative should specify how consultant fees are calculated.

Other direct costs may include office space rental/utilities (to be calculated based on personnel costs), telephone/fax, photocopying, printing, postage, project related supplies, computer costs (equipment may NOT be purchased; costs related to personnel usage only), marketing/media /outreach costs, focus group/survey costs (if applicable).

### Indirect Costs:

Indirect costs may be included in the budget at 10% of the total personnel cost. Details regarding how indirect costs are calculated, including a copy of the organization's approved Indirect Rate, must be submitted as part of the final budget that selected grantees must develop as part of negotiations.

In-Kind Support is encouraged but not required. The type and amount of in-kind support must be specified on the budget sheet and may include support from the applicant organization and/or from key partners.



Office on Aging

***FY 2016 Needs Assessment and Feasibility Study***

**Applicant Receipt Form**

THE D.C. OFFICE ON AGING IS IN RECEIPT OF A GRANT APPLICATION FROM:

\_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Address, City, State, Zip Code)

\_\_\_\_\_  
(Program Title)

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
E-mail

**D.C. Office on Aging Use, ONLY**

Proposal Received on \_\_\_\_\_, 2016

Time Received: \_\_\_\_\_

Copies Received: Original \_\_\_\_\_ Copies \_\_\_\_\_

Received by: \_\_\_\_\_

## 2016 Federal Poverty Level Chart

### 2016 Federal Poverty Level Chart\*

The Department of Health & Human Services (HHS) issues poverty guidelines that are often referred to as the "federal poverty level" (FPL). Federally-facilitated Marketplaces will use the 2016 guidelines when making calculations for the insurance affordability programs starting November 1, 2015.

Household Size	100%	138%	150%	200%	250%	300%	400%
1	\$11,770	\$16,242	\$17,655	\$23,540	\$29,425	\$35,310	\$47,080
2	\$15,930	\$21,983	\$23,895	\$31,860	\$39,825	\$47,790	\$63,720
3	\$20,090	\$27,724	\$30,135	\$40,180	\$50,225	\$60,270	\$80,360
4	\$24,250	\$33,465	\$36,375	\$48,500	\$60,625	\$72,750	\$97,000
5	\$28,410	\$39,205	\$42,615	\$56,820	\$71,025	\$85,230	\$113,640
6	\$32,570	\$44,946	\$48,855	\$65,140	\$81,425	\$97,710	\$130,280
7	\$36,730	\$50,687	\$55,095	\$73,460	\$91,825	\$110,190	\$146,920
8	\$40,890	\$56,428	\$61,335	\$81,780	\$102,225	\$122,670	\$163,360

\*Chart is for 48 contiguous states and the District of Columbia; for Hawaii and Alaska please visit the website of the HHS Assistant Secretary for Planning and Evaluation (ASPE): <http://aspe.hhs.gov/poverty/14poverty.cfm>.

\*\*Dollar amounts are calculated based on 100% column; rounding rules may vary across federal, state, and local programs.

Every year, the perimeters of the Federal Poverty Level (FPL) increase based on the cost of living. Families need to understand where they fall on the FPL so they know whether they are eligible for Medicaid in their state or whether they are eligible for a federal subsidy because they earn between 100 and 400 percent of the FPL, or whether they are eligible for a tax credit because they purchased a Silver plan and earn less than 250 percent of the FPL.

To qualify for Cost-Sharing, one must be enrolled in a Silver level plan through a Marketplace

Cost-sharing reductions are not available for coverage purchased outside of the Marketplace.

Individuals and families with household incomes generally up to 250% of the FPL may be eligible to receive cost-sharing reductions. Household income is determined by calculating a consumer's modified adjusted gross income (MAGI). Members of federally recognized tribes may qualify for additional cost-sharing benefits.